

EPA Official Record

Mail ID: a73185ee42bd4204a2adb7abe4ca9b2b

From: Aoyama, Joyce

To: Eng, Sharon

Delivered Date: 09/19/2013 02:18 PM EDT

Subject: RE: "Filled - in" Example of Form I plan to use for old FOIAs

Attachment: In-House Records Destruction Form ORC 030a1 09-18-2013.docx [30 KB]

Sorry, I forgot to attach it!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Eng, Sharon
Sent: Thursday, September 19, 2013 10:39 AM
To: Aoyama, Joyce
Subject: RE: "Filled - in" Example of Form I plan to use for old FOIAs

Hi, Joyce.
Thanks for your response.
Can you send me a copy of the form in which you added more text? I'd like to take a peek at it.
See ya!

From: Aoyama, Joyce
Sent: Thursday, September 19, 2013 9:51 AM
To: Eng, Sharon
Subject: RE: "Filled - in" Example of Form I plan to use for old FOIAs

Sharon,

I created a box in Versatile for you and added a little more text. If you're ok with it, just print, get signatures, make a copy for you or Candace and the original comes to me. Let me know if you have questions. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Eng, Sharon
Sent: Wednesday, September 18, 2013 3:30 PM
To: Aoyama, Joyce
Subject: "Filled - in" Example of Form I plan to use for old FOIAs

Thanks for your help, Joyce. Here's a sample document that I "filled in" to show as an example to Ann Prezyna. Is it OK with you?